

## Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

Alcohol & Drug Programs RF#209  
1700 K Street  
Sacramento, CA 95814



Employee Name	ZITO, Renee
Expense Dates	09/13/09-10/15/09
Total Expense Amount	1312.03
Amount Due Employee	572.94
Form ID	TEA000522047

### DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

	Date	Expense Item	Amount	If not submitted - Explain
1)	10/12	Lodging	121.00	
2)	10/13	Lodging	121.00	
3)	10/14	Lodging	121.00	
4)	10/15	Gasoline	19.89	
5)	10/15	Parking, Auto	31.00	

2. Forward Transmittal Sheet and attached documentation through your approval process.

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes
2)	4:1	Travel was less than 50 miles from home/HQ. Has prior written approval been granted?	Yes

I have reviewed the following documents.

Travel & Expense Account  
Transmittal Sheet

Approved by:

MICHAEL S CUNNINGHAM

# Travel & Expense Account Summary

Employee Name  
Expense Dates  
Report Name

Renee ZITO  
09/13/09-10/15/09  
October Claims

Request Total \$ 1312.03  
Direct Charge Total - 739.09  
Travel Advances - 0.00  
Net Due Employee = 572.94

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	LA Cty. Visits	1015.32
Regular Travel	Prev. Conf.	274.16
Regular Travel	Options for Rec	6.05
Regular Travel	CAADAC	16.50

NOTE: (d)=Direct Charge

DATE	Sat Oct 3									TOTAL
Mileage, Personal Auto	16.50									16.50
TOTALS \$	16.50									16.50

DATE	Wed Oct 7									TOTAL
Mileage, Personal Auto	6.05									6.05
TOTALS \$	6.05									6.05

DATE	Sun Sep 13									TOTAL
Auto Rental (d)	274.16									274.16
TOTALS \$	274.16									274.16

# Travel & Expense Account Summary

DATE	Mon Oct 12	Tue Oct 13	Wed Oct 14	Thu Oct 15						TOTAL
Commercial Air Fare (d)	305.20									305.20
Lodging	121.00	121.00	121.00							363.00
Auto Rental (d)	159.73									159.73
Dinner	18.00	18.00	18.00							54.00
Mileage, Personal Auto	5.50			11.00						16.50
Breakfast		6.00	6.00	6.00						18.00
Lunch		10.00	10.00	10.00						30.00
Incidentals		6.00	6.00	6.00						18.00
Gasoline				19.89						19.89
Parking, Auto				31.00						31.00
TOTALS \$	609.43	161.00	161.00	83.89						1015.32